

## APPENDIX C

### Task/Subtask Descriptions

FAA Academy Instructional Support Services

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## **TABLE OF CONTENTS**

Task 1 General Management and Administration	1
Task 2 Pseudo Pilot Support	2
Task 3 International Instruction Support	3
Task 10 Initial Training Instructional Design Support	4
Task 11 En Route Instruction Support	6
Task 12 Terminal Radar Instruction Support	7
Task 13 Tower Cab Instruction Support	8
Task 20 Specialized Training Instructional Design Support	9
Task 21 Staff Training Instruction Support	10
Task 22 Operations Training Instruction Support	11
Task 30 Systems Support Instructional Design Support	12

## **Task 1**

### **General Management and Administration**

#### **Scope of the Task**

The contractor shall furnish a Project Manager and Alternate Project Manager, who will be responsible for providing oversight and management of all contract personnel employed in direct support of this contract. The contractor shall also furnish any additional clerical, administrative, and managerial positions required for the administration of this contract. This task includes two subtasks, described below.

#### **Subtask – General Management and Administration**

The contractor shall furnish those clerical, administrative, and managerial positions required to effectively administer all tasks and subtasks under this contract.

#### **Dedicated Contract Management**

Both the Project Manager and Alternate Project Manager shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO or COR.

#### **Contract Management Authority**

Both the Project Manager and Alternate Project Manager shall have full authority to act on behalf of the contractor, and any limitations to this authority must be clearly indicated in the contractor's proposal.

#### **Subtask – Program Support**

The contractor shall furnish support personnel, with the exception of Pseudo-Pilots, required to assist in activities that support AMA-500 in managing the overall training program which do not fall clearly within the scope of any of the other tasks under this contract. Examples would include, but need not be limited to, such activities as supply support personnel.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

## **Task 2**

### **Pseudo Pilot Support**

#### **Scope of the Task**

The contractor shall furnish Pseudo Pilots to assist in activities within the scope of the training program managed by AMA-500. The activities may not tie directly to specific courses described in the PWS. Examples of such activity include, but need not be limited to:

- En Route Pilots
- Terminal Radar Pilots
- Tower Cab Pilots
- Airports and International Pilots
- Pilots supporting Human Factors Research (AAM-500).

This task utilizes pseudo pilot support in limited parts of class deliveries. Pseudo pilots will only be requested for the day to be utilized in classes as required. Pseudo pilots will only be required on an intermittent, non-regular basis.

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. Occasional activity outside these hours is possible when class schedules necessitate such activity.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Task Communication**

A pseudo pilot requirements schedule will be provided to the project manager by the COR on a monthly basis to reflect the schedule for pilot requirements. These schedules will depict the daily pilot support requirements as required for each shift, by assignment, and activity type. The pseudo pilot requirements schedule is subject to revision as course schedules are revised.

### **Task 3**

#### **International Instruction Support**

##### **Scope of the Task**

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of ATC training courses managed by the Academy's Airports and International Training Division (AMA-800) on an as-needed basis. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

##### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. Occasional activity outside these hours is possible when class schedules necessitate such activity.

##### **Travel**

While the majority of support in this task will be performed at the MMAC campus, instructors may be required to travel. Such travel may be to other countries. Reimbursement of travel expenses will be in accordance with provisions found in the contract terms.

##### **Foreign Holidays**

Whenever instructors travel to international locations, they will observe the holidays of their host country, even when they differ from holidays described elsewhere in this contract.

##### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

##### **Tasking Communication**

Support requirements for Task 3 will be communicated through sequentially numbered projects.

## **Task 10**

### **Initial Training Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish personnel required to assist in the revision, development, maintenance, and administration of courses managed by the Initial Training Branch (AMA-510). Instructional systems specialists under this task may include instructors serving as subject matter experts.

The contractor shall furnish instructors required to assist in the conduct, development, maintenance, and administration of the Air Traffic Basics courses managed by AMA-510. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

The following is a list of courses supported under this task:

#### **Resident Courses**

	<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
1	50043/50143	AT Basics (Terminal/Enroute)
2	50046	Initial Terminal Training
3	50145	Initial En Route Training
4	50147	URET
5	50034	Initial Terminal Radar Qualification Training
6	50118	Voice Switching and Control System Database Management
7	55085	Tower Datalink Services (TDLS) Application Specialist (resident)

#### **Field Courses**

	<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
1.	55053	En Route, Stage II, Assistant Controller Training
2.	55054	En Route, Stage II, Nonradar and Radar-Associate Controller Training
3.	55055	En Route, Stage IV, Radar Controller Training Lessons and Refresher Units
4.	55060	Terminal, Stage II, Flight Data
5.	55061	Terminal, Stage III, Clearance Delivery
6.	55062	Terminal, Stage IV, Ground Control
7.	55063	Terminal, Stage V, Local Control
8.	55064	Terminal, Stage VI, Nonradar Terminal Control
9.	55065	Terminal, Stage VII, Radar Control
10.	55069	Common ARTS
11.	55071	ARTS IIIA
12.	55072 and 55073	Controller-in-Charge (CIC)
13.	55076	Enhanced Radar Gateway (RGW) Controller Training
14.	55079	ARTS Color Display (ACD) Controller Training
15.	55080	DEDS to FDADS Transition Training
16.	55081	ARTS IIIA - ARTS IIIE Transition
17.	55084	Tower Data Link Services (TDLS) Operator Changes

	<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
18.	55086	Remote-ARTS Color Display (R-ACD) Controller Training
19.	55092	EFSTS Air Traffic Training
20.	55093	SATDS ARTS IE
21.	55097	MOSAIC
22.	55109	Ocean21, Stage II
23.	55110	Ocean21, Stage III
24.	55501	Initial Terminal Training, National Weather Service Tower Visibility
25.	55503	Radar Qualification Exam
26.	55508 and TS-14-1	CTO Tests (55508) and CTO Study Guide (TS-14-1)
27.	59028, 59035, and Ocean21 Build 2	Ocean21 Air Traffic Operator Training
28.	59404	Standard Terminal Automation Replacement System Local Integrated Tower Equipment (STARS LITE)
29.	62010	En Route Refresher Units
30.	83057	Ghost Pilot (Pseudo-Pilot) Training

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and revised as necessary.

## **Task 11**

### **En Route Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and supervisors required to assist in the conduct and administration of courses managed by the En Route Training Section (AMA-511). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute 35 percent or less of the support under this task.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules. The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and shall be subject to further revision.



## **Task 12**

### **Terminal Radar Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and supervisors required to assist in the conduct and administration of those courses managed by the Terminal Radar Training Section (AMA-512). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute 35 percent or less of the support under this task.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules. The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and shall be subject to further revision.

## **Task 13**

### **Tower Cab Instruction Support**

#### **Scope of the Task**

The contractor shall furnish instructors and supervisors required to assist in the conduct and administration of those courses managed by the Tower Cab Training Section (AMA-513). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

#### **Time of Work**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. Evening-shift operations should constitute 50 percent or less of the support under this task.

#### **Alternate Work Schedules (AWS)**

The day-to-day support requirements for this task are driven by class schedules. The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and shall be subject to further revision.

## **Task 20**

### **Specialized Training Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish personnel required to assist in the development, maintenance and administration of courses managed by the Specialized Training Branch (AMA-520). Instructional systems specialists under this task may include instructors serving as subject matter experts.

The following is a list of courses supported under this task:

	<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>
1.	50302	ATC TEAMWORK ENHANCEMENT WORKSHOP
2.	50310	CREW RESOURCE MANAGEMENT: HUMAN FACTORS IN ATC
3.	50314	BASIC OBSTRUCTION EVALUATION AND AIRPORT/AIRSPACE ANALYSIS
4.	50316	BASIC OBSTRUCTION EVALUATION AND AIRPORT/AIRSPACE ANALYSIS REFRESHER TRAINING
5.	50319	AIRSPACE AND PROCEDURES
6.	50331	TARGETS APPLICATION SOFTWARE USER TRAINING
7.	50334	AERONAUTICAL INFORMATION SPECIALIST
8.	50335	ENHANCED TRAFFIC MANAGEMENT COORDINATOR TRAINING
9.	50350	AIR TRAFFIC SYSTEM ADMINISTRATOR
10.	55047	ARTS IIe-COMMON ARTS
11.	55049	FULL STARS AT COACH SCENARIO GENERATION TRAINING
12.	55051	ATC TEAMWORK ENHANCEMENT WORKSHOP
13.	55150	CREW RESOURCE MANAGEMENT: HUMAN FACTORS IN ATC
14.	12051	BASIC OBSTRUCTION EVALUATION AND AIRPORT/AIRSPACE ANALYSIS
15.	12053	BASIC OBSTRUCTION EVALUATION AND AIRPORT/AIRSPACE ANALYSIS REFRESHER TRAINING
16.	50019	AIRSPACE AND PROCEDURES
17.	55053	TARGETS APPLICATION SOFTWARE USER TRAINING
18.	55054	AERONAUTICAL INFORMATION SPECIALIST
19.	50115	ENHANCED TRAFFIC MANAGEMENT COORDINATOR TRAINING
20.	50128	AIR TRAFFIC SYSTEM ADMINISTRATOR
21.	53004	ARTS IIe-COMMON ARTS
22.	53034	FULL STARS AT COACH SCENARIO GENERATION TRAINING
23.	55099	IVSR CADRE

#### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and revised as necessary.

## **Task 21**

### **Staff Training Support**

#### **Scope of the Task**

The contractor shall furnish instructors required to conduct courses managed by the Staff Training Section (AMA-521). The contract staff shall be capable of delivering entire courses without instructional assistance from the FAA.

#### **Time of Work**

The day-to-day support requirements for this task are driven by class schedules, with class hours of either 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. While activity outside the above hours is possible, none is currently anticipated.

#### **Alternate Work Schedule**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the number of classes for each specific course under this task and shall be subject to further revision.

## **Task 22**

### **Operations Training Support**

#### **Scope of the Task**

The contractor shall furnish instructors required to conduct courses managed by the Operations Training Section (AMA-522). The contract staff shall be capable of delivering entire courses without instructional assistance from the FAA.

#### **Time of Work**

The day-to-day support requirements for this task are driven by class schedules, with class hours of either 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m. The majority of support for this task will be required during the day-shift operation, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. Classes are scheduled to accommodate all students in day-shift activities if possible. Evening-shift operations, from 3:30 p.m. to 12:00 a.m., are not normally scheduled unless there are more students on board than can be trained using an exclusively day-shift operation. While activity outside the above hours is possible, none is currently anticipated.

#### **Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize AWS under this task. Should such utilization be proposed, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS.

#### **Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the number of classes for each specific course under this task and shall be subject to further revision.

## **Task 30**

### **System Support Instructional Design Support**

#### **Scope of the Task**

The contractor shall furnish personnel required to assist in the revision, development, and maintenance of courses managed by the System Support Branch (AMA-530) as well as various support projects. This task requires the support of personnel with some specialized expertise (e.g., computer programming).

The following is a list of courses supported under this task:

	<b>Course Number</b>	<b>Course Title</b>
1	55084	Tower Data Link Services (TDLS)
2	55090	AMASS ATCS & SATCS/CIC Training
3	55504	Enroute Radar Qualification Examination
4	57001E	OP SUP - Accidents and Other Unusual Situations (Enroute)
5	57001F	OP SUP - Accidents and Other Unusual Situations (FSS)
6	57001T	OP SUP - Accidents and other unusual situations (Tower)
7	57002	NOTAMS
8	57004	Military Operations: Aerial Refueling
9	57005	ASOS
10	57006	ATC Communications
11	57007	Terminal Radar Speed Adjustment
12	57009	METAR/TAF (Advanced)
13	57014	RTF: Radar Vectoring
14	57015	Military Operations: Altitude Reservations (ALTRVs)
15	57016	Instructional Testing
16	57017	Military Operations: Special Use Airspace
17	57018	RTF: Primary and Secondary Radar
18	57019	RTF: Radar Separation
19	57020	Altitude Assignment
20	57021	RTF: Radar Identification
21	57022	Military Operations: Military Training Routes
22	57023	DARC
23	57024	Low Level Wind Shear/Microburst Alerts
24	57025	Position And Hold
25	57030	Wake Turbulence
26	57032	Emergencies
27	57033	WSR-88D Radar image Interpretation
28	57034	Aircraft Performance and Characteristics
29	57035	Air Traffic Memory Guide
30	57036	VTABS Master Instructor/Supervisor System Overview
31	57037	VTABS Database Management
32	57040	Basic Windows Training for Air Traffic
33	57041	Special VFR
34	57043	Traffic Situation Display (TSD)
35	57045	Creating Quality CBT
36	57047	Digital Bright Radar Indicator Equipment (D-BRITE)

37	57048	Weather Graphics Interpretations
38	57049	Enroute Speed Adjustment
39	57051	Radar Services to VFR Aircraft
40	57052	Situational Situational Awareness - Enroute and TRACON
41	57053	ATC OER Communications - Enroute and TRACON
42	57054	Reducing Operational Errors - Enroute and TRACON
43	57055	Flight Progress Strip Distribution
44	57056	Jet Route Structure
45	57057	Controller-In-Charge En Route
46	57058	Non Radar Separation
47	57059E	Transfer of Control (Enroute)
48	57059T	Transfer of Control (Terminal)
49	57060	Controller-In-Charge Terminal
50	57061	Preventing Runway Incursions
51	57062	Situational Awareness - Tower
52	57063	Reducing Runway Incursions-Tower
53	57064	Controller-In-Charge FSS
54	57066	Enhanced Terminal Voice Switch - ETVS (TED)
55	57068	Enhanced Terminal Voice Switch - ETVS (SCT)
56	57069	Safety Alerts and Traffic Advisories
57	57070E	Arrival and Approach (Enroute)
58	57070T	Arrival and Approach (Terminal)
59	57071	DSR Computer Operational Equipment (Stage 2)
60	57072	Military Operations: Formation Flights
61	57073	Military Operations: Special Operations
62	57074	ARTS IIIA
63	57075	RDVS IIA TED Training
64	57076	RDVS IIA System Administrator
65	57077	RDVS IIA Supervisor Training
66	57078	ARTS IIE
67	57079	Composing HOST and DSR Messages (Stage 2)
68	57080	DSR Computer Field Format (Stage 2)
69	57081E	OJTI Refresher Training (Enroute)
70	57081F	OJTI Refresher Training (FSS)
71	57081T	OJTI Refresher Training (Terminal)
72	57082	Traffic Alert and Collision Avoidance System (TCAS)
73	57083	Visual Separation -- En Route
74	57084	Visual Separation -- Terminal
75	57085	Weather System Processor (WSP)
76	57086	Enhanced LLWAS
77	57087	Integrated Terminal Weather System (ITWS)
78	57088	STARS AT coach Exercise Setup and Pilot Training
79	57089	Automated Weather Sensors System (AWSS)
80	57090	Airport Lighting
81	57091	Land and Hold Short Operations (LAHSO)
82	57092	Runway Use and Related Information
83	57093	Runway Separation Minima
84	57094	WARP NEXRAD on DSR
85	57095A	Basic Aviation Weather - Structure of the Atmosphere
86	57095E	Basic Aviation Weather -- Observed and Forecast Weather Messages

87	57096	ASR-11 Air Traffic Training
88	57097	Wide Area Augmentation System
89	57098	Recognizing and Responding to Aircraft Emergencies
90	57099C	HOST 1.4 Flight Plan Data (Controller)
91	57099S	HOST 1.4 Flight Plan Data (System Administrator)
92	57100	ATCS VSCS
93	57101	SATCS VSCS
94	57102	DARC (EBUS)
95	57105	RNAV LESSONS LEARNED AND INTRO TO RNP
96	57110	GPS Air Traffic Satellite Navigation
97	57107	NOTAM Distribution System Operator Training
98	57110	GPS Air Traffic Satellite Navigation
99	57203	Weather Satellite Data Interpretation
100	57301	Severe Weather
101	57400	STARS (TDW) FSL/ESL Air Traffic Training
102	57402	STARS (TCW) FSL/ESL Air Traffic Operator's Training
103	57503	Terminal Radar Qualification Examination
104	57511	Limited Aviation Weather Reporting Station (LAWRS)
105	57826	Recording Clearances and Control Information
106	57827	Radio and Interphone Communication
107	57833	General Control and Board Management
108	57834	IFR Clearances and Route Assignments
109	57835	IFR Flight Direction and Altitude Assignment
110	57838	Approaches
111	57839	Initial Separation of Departures and Arrivals
112	57840	Holding Aircraft
113	57842	Forwarding Control Information
114	57844	Air Traffic Services
115	57845	Lost Communication Procedures
116	57847	VFR and VFR-on-Top Procedures
117	57902	Introduction to Radar Fundamentals
118	57903	DSR Radar Position Equipment
119	57904	DSR-Radar Position Equipment Functions
120	57905	Beacon Code Assignment
121	57906	Radar Identification
122	57907	Radar Handoff and Point Out
123	57908	Radar Separation and Safety Alerts
124	57909	Radar Vectoring
125	57910	Radar Departures and Arrivals
126	57912	Radar Emergencies
127	57913	Additional Services
128	57915	Position Relief and Briefing
129	57917	Radar Controller Scan

### **Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 6:00 a.m. and 6:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.



**Alternate Work Schedules (AWS)**

The FAA does not establish any requirement for the contractor to utilize alternate work schedules (AWS) under this task. Should such utilization be proposed, however, the contractor shall demonstrate the benefit to the FAA and how it will minimize risks associated with AWS. Further, any proposed use of AWS by the contractor shall ensure task requirements will take precedence over work schedule preferences.

**Tasking Communication**

The COR shall prepare a requirements schedule for each performance period, outlining the specific support requirements for that period, and revised as necessary.